

## Assignment Code

Updated January 2010

### *Introduction*

The *Assignment Code* was updated by the Department of Education, Office of Educator Licensing & Development (OELD) in 2009 and 2010, and posted to the OELD website: [www.doe.in.gov/dps](http://www.doe.in.gov/dps). Choose “Licensing” and then “Assignment Code.”

The *Assignment Code* is a “working document” reviewed and updated (as appropriate) to assist school administrators in the effective placement of licensed educators into teaching, school services or administrative assignments.

To use the *Assignment Code*:

**Step One:** Column one lists the course code.

**Step Two:** Column two lists the approved course title.

**Step Three:** Column 3 indicates if the particular assignment requires that the teacher be Highly Qualified under No Child Left Behind (NCLB) mandates, in addition to being properly licensed for the assignment.

**Step Four:** Columns four through seven list the bulletin or rules under which licenses have been issued and the corresponding licensing areas for each. An individual must have one of the licensing areas on his/her valid license in order to be properly assigned to the course or to the school services or administration position indicated in column two.

Column 7 for the REPA is blank. After the new licensing system (Rules for Educator Preparation and Accountability) is approved, the REPA content areas will be added into column 7. This is expected to occur in mid-2010.

The *Assignment Code* is correct and complete to the **best of the Indiana Department of Education staff’s knowledge and ability**. If you suspect errors or omissions, please contact the Office of Educator Licensing & Development (OELD) by telephone at 317-232-9010 (toll-free 1-866-542-3672) or by mail: Indiana Department of Education, Office of Educator Licensing & Development (OELD), 151 W. Ohio Street, Indianapolis, IN 46204. You may also e-mail suspected errors or omissions to [rregnier@doe.in.gov](mailto:rregnier@doe.in.gov).

### *Definitions & Special Instructions*

Indiana’s first two licensing systems (Bulletin 94 and Bulletin 192) are **not** listed in this edition of the Assignment Code. Most educators licensed under these bulletins are no longer in practice. For questions about licenses issued under Bulletins 94 and 192, please contact Risa Regnier at [rregnier@doe.in.gov](mailto:rregnier@doe.in.gov).

Bulletin 400 & Rules 46-47 licenses used the term “General Elementary.” This term is equal to the term “Elementary” in the Assignment Code columns 3-6.

### How to Read a Bulletin 2002 License

Licenses issued under Rules 2002 do not contain majors, minors, endorsements, or grade levels. Each license contains at least one content area. In addition, each license lists the school setting. The license will be valid only for the school setting listed on the license. An example of a Rules 2002 license is as follows:

<b>Content Area:</b>	Mathematics	<b>School Setting:</b>	High School Junior High/Middle School
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In this example, the teacher is able to teach mathematics in a high school, junior high school, or middle school. He/she is not able to teach mathematics in an elementary school.

A person may have more than one content area listed on a license. The content areas may have distinct school settings. An example of this is as follows:

<b>Content Area:</b>	Mathematics	<b>School Setting:</b>	High School
<b>Content Area:</b>	Computer Education	<b>School Setting:</b>	High School Junior High/Middle School
<b>Content Area:</b>	Exceptional Needs: Mild Intervention	<b>School Setting:</b>	All School Settings

In this scenario, the teacher can teach mathematics *only* in a high school. However, he/she can teach computer education in a high school, junior high school, or middle school. In addition, the teacher can teach Mild Intervention at any school.

### Elementary/Primary & Elementary/Intermediate Licenses

Under Rules 2002, school settings instead of grade levels are indicated on the license; however, for the purposes of this Assignment Code, Elementary/Primary is generally intended to mean grades K-3 and Elementary/Intermediate is generally intended to mean grades 4-6. As in previous rules and bulletins, anyone holding an Elementary/Primary license may teach any subject in grades K-3, regardless of the school setting, (except exceptional needs or special education) and anyone holding an Elementary/Intermediate license may teach any subject in grades 4-6, regardless of the school setting (except exceptional needs or special education).

### Emergency Permits and Transition to Teaching Permits

Individuals who hold an Emergency Permit or a Transition to Teaching Permit may teach *only* in the subject area/school setting listed on the permit and are subject to the guidelines listed in the *Assignment Code*.

## **Reciprocal Permits**

Individuals from another state may be issued a Reciprocal Permit as of **July 1, 2004**, providing they have completed an approved program at an accredited college/university, hold a valid license in another state, but have not met the requirements for an Initial Practitioner license. These licenses are valid for one year and are generally non-renewable.

## **Administration & Supervision Licenses**

Under Bulletin 400 and Rules 46-47, Principal licenses are issued as either Elementary Administration & Supervision or Secondary Administration & Supervision. Elementary Administration & Supervision licenses under these rules allow a person to serve as a principal or assistant principal at an elementary school, junior high school, or middle school. Secondary Administration & Supervision licenses allow a person to serve as a principal or assistant principal at a high school, junior high school, or middle school. All other Administration & Supervision licenses under these rules are valid for all grades.

Under Rules 2002, all Administration & Supervision licenses will allow the holder to serve at any of the school settings. In other words, all Administration & Supervision licenses are considered P-12 licenses. Under Rules 2002 the Administrator is required to hold the appropriate license for the position, regardless of the title. For example, a person who is serving as an Assistant Principal, but whose title is “Administrative Assistant,” “Assistant to the Principal,” or any other title, will be required to hold the Building Level Administration license.

## **Occupational Specialist/Workplace Specialist**

These licenses are career and technical education (vocational education) licenses. Occupational Specialist licenses cover all school settings. Workplace Specialist licenses are issued only for the High School Setting at the request of a vocational director/administrator.

## **License Validity Dates**

A license, Transition to Teaching Permit, or Reciprocal Permit that is valid on the first day of school in the school in which the license holder is employed is considered valid for the duration of that school year.

## **Additional Questions or Concerns**

If you have additional questions or concerns, you may visit our website at [www.doe.in.gov/dps](http://www.doe.in.gov/dps) or contact us by telephone at 317-232-9010 (toll-free 1-866-542-3672).

## *Indiana Teacher Licensing Timelines*

### **Teacher Preparation**

#### **Bulletin 94**

Bulletin 94 governs licensing of persons who began their teacher preparation program on or before September 9, 1946. It was placed into effect on December 2, 1923.

#### **Bulletin 192**

Bulletin 192 governs licensing of persons who began their teacher preparation program after September 9, 1946, and who completed it on or before September 1, 1967.

#### **Bulletin 400**

Bulletin 400 governs licensing of persons who began their teacher preparation program after September 1, 1963, and who completed it before September 1, 1982.

#### **Rules 46-47**

Rules 46-47 governs licensing of persons who began their teacher preparation program after August 1, 1978, and who completed it on or before July 1, 2006.

#### **Rules 2002**

Rules 2002 governs licensing of persons who began their teacher preparation program after July 1, 2002.

#### **REPA (Rules for Educator Preparation and Accountability)**

The REPA is expected to go into effect later in 2010. As in past years, there will be a period of transition between licensure under Rules 2002 and the REPA. When the REPA content areas are listed in column 7 later in 2010, this transition period will be specified.

### **Teacher Testing**

#### **National Teacher Exam (NTE)**

The requirement of the NTE Core Battery (Professional Knowledge, Communication Skills, and General Knowledge) went into effect on July 1, 1986 and was required for individuals until September 1, 1999. The NTE Specialty Area exam went into effect on July 1, 1986 and was required for individuals until September 1, 1999.

#### **Praxis Testing**

Praxis I, the Pre-Professional Skills Test (PPST), and Praxis II Specialty Area exams went into effect September 1, 1999, and are still in effect.

#### **School Leaders Licensure Assessment (SLLA)**

The School Leaders Licensure Assessment (SLLA) went into effect as a required exam for all beginning administrators on February 1, 2003.

## **Beginning Teacher Internship**

### **Beginning Teacher Internship Program (BTIP)**

Beginning Teacher Internship Program (BTIP) was a requirement for all persons who obtained the Rules 46-47 Standard Instructional license beginning on March 31, 1988.

### **Indiana Mentoring & Assessment Program (IMAP)**

Indiana Mentoring & Assessment Program (IMAP) is a requirement for all persons who obtained the Rules 2002 Initial license (instructional, school services and administrative) beginning on July 2, 2006.

## **Highly Qualified (HQ)**

As indicated by an “X” in column 3 of the Assignment Code, these teaching assignments require the teacher to be Highly Qualified (HQ).

A single asterisk \* also indicates that special education and ENL teachers in these assignments need to meet the federal definition of the HQ teacher.

For more information regarding highly qualified teaching (HQT) requirements, see: [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) and send your questions to: [hqt@doe.in.gov](mailto:hqt@doe.in.gov).